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ABSTRACT

Itwamba Community College is attempting to develop and implement a comprehensive honors program by the 2000-2001 academic year. The first students to graduate from the honors program will do so in May of 2001. In order to graduate with honors students must: (1) meet all of the requirements for a two-year degree with a cumulative GPA of 3.5 or higher; (2) complete one honors seminar; (3) complete two honors contracts; (4) perform specified community service; and (5) complete the leadership development seminar. An honors contract can be attached to any college-level course and is therefore an extension of a parent course and not a new and separate course. Faculty members are encouraged to participate in the honors program as mentors and are given financial incentives for their participation. A mentor is awarded a $250 initial writing bonus for writing an approved honors contract, $100 for the first student enrolled in an honors contract, and $25 for each additional enrolling in the same contract. However, no more than five students may be enrolled in a single contract. This document includes samples of an honors contract, an honors contract review, a mentor's interview report, a mid-term evaluation, a final evaluation of an honors contract, and a mentor log. (TGO)

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ED 432 348

HONORS 21ST CENTURY

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Honors 21st Century is Itawamba Community College's plan to develop and implement a comprehensive Honors Program by the 2000-01 school year. In order to accomplish this goal, the following components will be added to two existing courses - Honors Seminar I (HUM 1913) and Honors Seminar II (HUM 1923) - during the following terms:

- 1997-1998 Honors Contracts
- 1998-1999 Community Service
- 1999-2000 Leadership Development Seminar

The first students to graduate from the Honors Program will do so in May 2001. They must meet all of the following requirements:

- Meet all requirements for a two-year degree with a cumulative GPA of 3.5 or higher
- Complete one semester of Honors Seminar
- Complete two Honors Contracts
- Perform specified Community Service
- Complete the Leadership Development Seminar

Honors 21st Century will benefit students in a number of ways. They will be eligible for all of the following:

- To attend and/or participate in the Southern Regional Honors Council Conference and the National Collegiate Honors Council Conference
- To attend special events arranged by the Honors Council
- To receive special recognition on Phi Theta Kappa Honors Day and at Graduation

Since the Honors Contracts will be the first portion of Honors 21st Century to be developed and implemented, the remainder of this document will deal with that component.

Honors Contracts

An Honors Contract can be attached to any college-level course. The decision about which course should have an Honors Contract, as well as the content of the contract, is determined at the program/division level. The recommendation about who will be the Mentor of a course is also determined by the program/division. When more than one instructor desires to be a Mentor for a specific course, a rotation system should be established.

New contracts can be added at any time. However, no student may enroll in a new contract after the first three weeks of the semester. Contracts can be offered concurrently only.

A one-hour contract should equal about 25 hours of work for the semester on the part of the student including meetings with the Mentor. Honors Contracts are extensions of the parent course and not a "new" or independent area of study. If it is necessary for the student to purchase additional texts or supplies to complete the contract, it must be specified in the contract with an approximate dollar amount indicated.

To propose a contract, the prospective Mentor should follow the attached outline (Illustration A). Once completed, this outline must be approved by two colleagues trained in the content area. The outline must then be approved by the Honors Office, the Academic Dean, and the Honors Council (Illustration B).

Procedures for Honors Contracts

- Students sign up for Honors Contracts during the first three weeks of the semester.
- The student may start the process to enroll in an Honors Contract either by talking with the Mentor or with the personnel of the Honors Office. However, the student must contact the Honors Office to verify eligibility (23 + ACT for entering Freshmen and 3.5 GPA for all others).
- Once eligibility of the student is established, the Mentor will have an in-depth discussion with the student to ascertain his/her ability to do the work. Should a Mentor have reason to believe that the student will not be able to complete the Contract successfully, the Mentor should note the reason on the interview sheet and return it to the Honors Office. Both the Mentor and the Honors Office will notify the student of the Mentor's decision.
- If both the Mentor and the student agree to enter into an Honors Contract, they establish meeting times. Both the Mentor and the student sign a Mentor's Interview Report (Illustration C) which the student takes to the Honors Office. The student will register for the individual Contract by filling out an Add/Drop form that is submitted through the Honors Office.
- If a student misses two meetings and does not contact the Mentor, the Mentor must notify the Honors Office. The Honors Office will respond with a written recommendation that the student drop the Contract. At the Mentor's discretion, the student may be allowed to continue work on the Contract.
- Mid-Term Evaluation forms will be issued by the Honors Office coincident with ICC Progress Reports (Illustration D).
- If at any point in the semester the student decides that he cannot complete the Honors Contract, the Mentor and the Honors Office must be informed immediately. A student choosing to cancel his Honors Contract must withdraw from the Honors Contract as he does from any other class. A drop slip must be filled out and turned in to the Registrar's Office. Failure to do so will result in an F on his transcript. If the student drops the parent course, he must also drop the Honors Contract.
- The requirements to complete the Contract should not be changed during the semester.
- Honors Contracts must be completed the week prior to final examinations.
- In special circumstances such as illness, the Mentor may elect to assign an Incomplete.
- Grade sheets (Illustration E) and the Mentor Log sheets (Illustration F) are due upon completion of the Honors Contract, but no later than Monday of the week of final exams.

Mentor Compensation

A Mentor will be awarded a $250.00 initial writing bonus for writing an approved Honors Contract. A Mentor will be awarded $100.00 for the first student enrolled in an Honors Contract. That same Mentor will be awarded $25.00 per additional student enrolling in the same Contract. No more than five students may enroll in any one contract at the same time; consequently, maximum compensation for a single Contract will not exceed $200.00 per semester. Compensation for directing Honors Contracts will be paid in an "overload" check at the end of the semester.

ITAWAMBA COMMUNITY COLLEGE HONORS PROGRAM

Description of Honors Contract

This Honors Contract ***must*** be taken concurrently with the following course:

Course Title:

Course Number (course allowing the contract):

Mentor: **Hours Credit: 1**

Student's Name:

Objectives:

The following tasks will be performed by the student:

Schedule of Mentor/Student Conferences:

Mentor's Expectations:

Criteria for Evaluating Work:

(Illustration B)

Honors Contract Review

This Honors Contract is being reviewed to assure that the best possible course work for Honors students is being offered and to provide the Division its right to evaluate the Contract. The attached Honors Contract is offered as Honors work in conjunction with _____ _____ for one hour's credit.

Mentor

I have reviewed what I am proposing as an Honors Contract and believe that it meets the need for appropriate rigor and quality to satisfy Honors credit. Based on my jurisdictional judgment, one credit hour is appropriate for this Contract. Further, this contract should be offered concurrently with the course.

Signed _____ Date_____

Colleagues

We have reviewed the attached Honors Contract. We have determined that this Contract meets the need for appropriate rigor and quality to be considered Honors work.

Signed _____ Date _____

Signed_____ Date_____

Honors Office

I concur that this Contract meets appropriate standards for Honors work.

Signed_____ Date_____

Honors Council

We concur that this Contract meets appropriate standards for Honors work.

Signed_____ Date_____

Academic Dean

I concur that this Contract meets appropriate standards for Honors work.

Signed_____ Date_____

(Illustration C)

Mentor's Interview Report

The following student, _____, and I have discussed the possibility of taking an Honors Contract in _____ (course name and number). As a result of that discussion, I have determined that to the best of my knowledge, the student will be able to complete an Honors Contract successfully. We have also discussed appropriate meeting times, and I am satisfied that a mutually agreeable time to meet has been reached. While the actual amount of time that will be needed to complete this Contract may vary, I project that a one-hour meeting every two weeks for a one-credit Contract is a minimum. The times and dates we have agreed on are as follows:

_____.

Mentor's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

This complete form must be returned to the Honors Office by <date>.

I do **not** recommend that the above student take this Honors Contract because:

Mentor's Signature: _____ Date: _____

Mid-Term Evaluation

Date:

To: <Mentor>

From: Honors Office

Listed below is the name of your current Honors Contract student. At this time you should write a brief mid-term evaluation of the student's work. We ask that you identify what you are pleased with as well as what you are concerned about. Be sure to comment on how well that student is meeting the scheduled requirements of the Contract. We would like to have this information by <date>.

Please share this evaluation with the student. If the student is having problems completing the requirements of the Contract, the Mentor and the student need to arrange an appointment in the Honors Office to discuss the situation.

Please return this information to the Honors Office.

Student's Name: _____ Parent Course: _____

Please specify how the student is progressing.

Final Evaluation of Honors Contract

On <date>, <student's name> completed the Honors Contract for one hour of credit in <course number and name>. This contract was carried out during the <fall/spring> semester.

Grade: _____

Mentor's Signature: _____

Written comments supporting the Honors Contract grade:

Please attach a copy of the Mentor Log to this form.

(Illustration F)

Mentor Log

Student's Name: _____

Telephone Number: _____

Address: _____

_____

Mentor: _____

Division: _____

Week	Date/Time	Comments about Meeting

Please attach this Log to the Final Evaluation and return both to the Honors Office.